

Coordinator – Loan Operations
Department of Higher Education

Responsibilities: An employee in this position is responsible for assisting with oversight of the collection and management of the MDHE-held defaulted student loan portfolio by performing duties and activities that support the Administrative Wage Garnishment initiatives and programs. Work will include analyzing reports and initiating the appropriate output, oversight of contractor duties to ensure compliance, the development and upkeep of written policies and procedures and answering AWG calls from borrowers and employers on the MDHE nationwide 800 number. Work involves research, process analysis, auditing, responding to inquiries from borrowers, contractors and other MDHE staff, and other duties as assigned.

Qualifications: Graduation from an accredited four-year college or university with a bachelor's degree in business or closely related field. Excellent analytical, critical thinking, oral and written communication skills are required. Preference will be given to candidates with federal financial aid program experience.

Salary range: \$38,304 - \$42,780

Please submit a completed **MDHE Application for Employment**, cover letter summarizing relevant experience, resume, and a copy of official college transcripts to:

Human Resources
Department of Higher Education
PO Box 1469
Jefferson City, MO 65102-1469
Fax: 573-751-6635
E-mail: HE.OFFICESUPPORT@dhe.mo.gov

If special accommodations are needed to participate in the application process, please notify the human resource office at (573) 751-2361.

AN EQUAL OPPORTUNITY EMPLOYER